

## DJS COORDINATOR OF RECREATION (2624)

### I. NATURE OF WORK:

The DJS Coordinator of Recreation is specialized work supervising, developing and implementing recreational programming for multiple juvenile facilities or sites. An employee in this classification serves as a resource in designing, coordinating and evaluating recreation programs for at-risk youths. Employees are responsible for the supervision and custody of youths participating in recreational and leisure activities. Employees in this classification do not supervise but may provide guidance and advice to DJS Recreation Specialists or other facility personnel.

Employees in this classification receive general supervision from a DJS Assistant Superintendent Juvenile Facility or other designated official. Employees may be required to work evenings, weekends or holidays and may be subject to call-in. Work is performed primarily in or around juvenile facilities and in the field. Employees will be expected to work both indoors and outdoors and may be exposed to inclement weather conditions. Employees may be exposed to youths who may be abusive or hostile. Employees may be required to physically subdue violent youths and intervene to prevent situations from escalating.

Employees must be fully certified by the Maryland Correctional Training Commission prior to appointment as a DJS Coordinator of Recreation.

### II. EXAMPLES OF WORK: (Examples are illustrative only)

- Designs, plans and implements large-scale therapeutic recreational, leisure and adventure sport programs and activities for youth at multiple juvenile facilities or sites;

- Oversees the recreational programs that are implemented at juvenile facilities;

- Collaborates with DJS juvenile facility staff, recreation professionals or experts, individuals from community or environmental groups, volunteers and college faculty to develop and provide recreational and adventure sport programming;

- Trains and certifies DJS juvenile facility staff to instruct youth in various recreation programs;

- Supervises and assumes responsibility for the security and safety of youth and DJS facility staff during programs such as rappelling, rock climbing, caving, skiing and whitewater rafting;

- Applies group counseling techniques during and after recreational trips or events to instill values such as teamwork, self confidence and self esteem and promotes appropriate social interaction in order that youths may transfer these skills to the community upon release;

## DJS COORDINATOR OF RECREATION

Page 2

Manages the purchasing and maintenance of the recreation equipment inventory by regularly inspecting equipment prior to and after each use, maintaining usage records and purchasing equipment at intervals appropriate to guarantee safety of equipment users;

Repairs or schedules the needed repairs for a wide variety of items such as ropes, mountain bicycles, skis, rafts and snowshoes;

Intervenes to de-escalate potentially hostile or dangerous situations and documents incidents to appropriate facility staff;

Attends in-service training on relevant topics, such as crisis prevention, suicide prevention, emergency medical treatments and behavioral modification models, in order to maintain knowledge of childcare needs, counseling methods and trends in the juvenile justice field and to maintain certification;

Assess emergency and crisis situations, makes appropriate contacts and referrals, and provides interim emergency medical and other assistance as necessary until specialized assistance is available;

Arranges for and supervises various teambuilding and recreational programs for non-facility groups;

Maintains logs or other documentation of daily recreational activities;

May prepare reports as requested by management;

May participate in established meetings with DJS Resident Advisors, DJS Residential Group Life Managers, DJS Case Management Specialists or others by providing progress or assessments of youth behavior during recreational activities;

Performs other related duties.

### III. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles of physical education and fitness;

Knowledge of the rules and regulations of games and sports;

Skill in designing, planning and scheduling large-scale recreational programs and activities to meet the needs of a diverse population of youths residing in DJS facilities;

Skill in leading youths in organized recreational and adventure sport activities;

Skill in demonstrating physical activities and the proper use of equipment and materials to groups of youth residents;

Skill in managing the purchasing and maintenance of recreational equipment and supplies for multiple-site recreational programming;

Ability to make necessary repairs to recreational equipment;

Ability to train and certify other DJS facility staff in supervising youths' recreational activities;

Ability to administer first aid;

Ability to communicate effectively with youths;  
Ability to document incidents of aggressive or anti-social behavior or emergency incidents;  
Ability to maintain logs and prepare reports as requested by management;  
Ability to establish effective working relationships with DJS facility staff, individuals from various external groups and organizations and community volunteers.

IV. MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Education: Possession of a Bachelor's degree from an accredited college or university in Adventure Sports, Recreation or a related recreational field.

Experience: None

Note: An Associates of Arts degree in a recreational program such as Recreation; Parks, Recreation and Leisure Studies; Sports and Fitness Administration or Health and Physical Education and two years of experience supervising recreational programs for youths in a juvenile facility or juvenile services community program for at-risk youth may be substituted for the required education.

V. LICENSES, REGISTRATIONS AND CERTIFICATES:

1. Candidates appointed to positions in this classification must obtain and maintain certification by the Maryland Correctional Training Commission.
2. Candidates appointed to positions in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.
3. Employees in this classification must obtain and maintain adventure sports certification through a nationally recognized program such as The Ropes Course through Rescue 3 International or Interquest.

IV. SPECIAL REQUIREMENTS OF THE CLASSIFICATION:

1. In accordance with the Correctional Services Article of the Maryland Annotated Code, Section 8-209, the Maryland Correctional Training Commission shall establish the minimum qualifications for probationary or permanent appointment of a Department of Juvenile Services employee. These requirements are listed in detail in the Code of Maryland Regulations 12.10.01.04, general regulations of the Maryland Correctional Training Commission, and include:

U.S. Citizenship or Resident Alien status

Must be at least 18 years of age

A thorough background check, including fingerprinting and drug testing

An oral interview, and

Physical and psychological examinations.

2. Employees in this classification may be subject to call 24 hours a day and may be required to provide the employing agency with a telephone number where the employee can be reached. A pager may be supplied to the employee.
3. Employees in this classification are subject to substance abuse testing in accordance with Code of Maryland Regulation 17.04.09 – Testing for Illegal Use of Drugs.

DATE ADOPTED: July 1, 2004

Class specifications are broad descriptions covering groups of positions used by various State departments and agencies. Position descriptions maintained by the using department or agency address the essential job functions of each position.

APPROVED:

\_\_\_\_\_  
Director, Division of Salary Administration  
and Position Classification